

Appendix F

Checklist for LDO/CWO Applicants

- ___ 1. Commanding Officer's Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application. The Interviewer's Appraisal Sheets (3) shall be typed, signed, and will include the board member's designator and grade. Ensure block entitled "Potential as a Career Naval Officer" is completed.)
- ___ 4. Evaluations. Do not send information that is already in your microfiche and PSR.)
- ___ 5. Provide copy of GED Certificate if not a high school graduate.
- ___ 6. Award Citations. **Do not** send information that is already in your microfiche and PSR. Attach one copy of each award citation as discussed in block 24 on the Officer Programs Application Form OPNAV 1420/1 that is not in your microfiche and PSR.
- ___ 7. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
- ___ 8. Sailor Marine Ace Registry Transcript (SMART) is not required.
- ___ 9. Medical documentation of color vision test completed within 18 months of 1 October of the year of application (if applying for designator listed in paragraph 7k of Chapter 7)
- ___ 10. Time in Service (TIS/TIR): Addressed in Chapter 7, paragraph 8.

Paygrade Eligibility: Be serving in paygrades E-6, E-7, E-8 or E-9 (E-9 who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E-9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement

Enclosure (1)

to Master Chief Petty Officer).

E-6 applicants: Must have served as a PO1 for 1-year with no less than 8 years and no more than 16 years TIS as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E-7. Ensure copy of Examination Profile Information letter is attached.

___ 11. Designator(s) applied for (dual designators not acceptable):

	Preference**	<u>Program</u>	<u>Category</u>	<u>Designator</u>
Correct:	a.	LDO	Deck(Surface)	611X
	b.	CWO	Boatswain (Surface)	711X
Incorrect:	a.	LDO/CWO	Deck/Boatswain	611X/711X
	b.	LDO/CWO	Operations	612X/712X

___ 12. Civilian resume (Inactive duty only)

** Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

___ 13. For all LDO/CWO applicants, after personal statement, include a listing of application enclosures as follows: The following enclosures are included: Encl (1) Interviewer's Appraisal Sheets - 3; Encl (2) College Transcripts - 5; Encl (3) Copy of Examination Profile Information Letter etc."

___ 14. All candidates must be ranked and ranking must be reflected on the commanding officers recommendation.

___ 15. Write NA in all blocks for OPNAV 1420/1 that do not apply. Leave blank all blocks that are not required.

___ 16. Photograph is not required.

___ 17. Applications must be placed loosely (no staples or paperclips) in a brown folder (Stock number 7530-00-222-3443) with a white label (Stock number 7530-00-082-2662) on top left inside edge containing the following typed information: First line, Last Name, MI and designator(s) applying for. Second line, Rate, and Third line, SSN.

___ 18. Personal Statement: At end of personal statement include:

"A statement of my complete naval service is as follows:

<u>BRANCH</u>	<u>ENLISTED</u>	<u>DISCHARGED</u>	TIME LOST		<u>ACTIVE</u> <u>DUTY</u>
			<u>DUE TO</u> <u>MISCONDUCT</u>	<u>INACTIVE</u> <u>DUTY</u>	
USNR-R	00-00-00	00-00-00	NONE	00-00-00	
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
					*YR/MO/DA

(*Net time (active) for eligibility computed to 1 October of the year application is made must be at least 8 years. If computation results in active duty greater than 16-00-00 or above, the member is ineligible for the LDO program. If greater than 24-00-00, the member is ineligible for CWO program.)

19. Specific application guidance for enlisted applying for LDO or CWO: Submit pages 2-8 through 2-20 of OPNAV 1420/1 with officer appraisal sheets. Blocks that are not applicable to enlisted applying for LDO or CWO program should be left blank.

Blocks 1 through 5: Fill in with appropriate information.

Block 6: If a citizen, fill in a and b all rest NA.

Block 6: If a naturalized citizen, fill out all blocks and provide citizenship certificate number and copy of page 13 entry on citizenship or copy of Record of Military Processing - Armed Forces of the United States Form DD 1966/1 (ADP). (Verification of Birth form DD 372 does not confirm citizenship copy of one of the two aforementioned documents verify citizenship).

Block 7 and 8: Not required, leave blank

Blocks 9 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank

Block 20: LDO and CWO applicants need to list all duty assignments while on active duty. List all duty assignments in chronological order; earliest first. (Attach separate sheet if more space is necessary.)

Block 21: Not applicable if a high school graduate. If not high school graduate then follow instruction given.

Block 22: Fill in if applicable.

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Block 23: Not required leave blank.

Block 24: Fill in appropriate information, only attach copy of award citation if not in your microfiche or PSR. List in chronological order 1st to most recent "personal" award.

Block 25: Fill in appropriate information. Include any service school that is more than 2 weeks.

Blocks 26 through 31: Fill in with appropriate information.

Blocks 32 through 35: Leave blank, not required for LDO/CWO program.

___ 20. Specific application guidance for CWO applying for LDO: Submit pages 2-8 through 2-20 of OPNAV 1420/1. Only submit information that pertains to TIS as a CWO. (Appraisal sheets not needed.)

Blocks 1 through 5: Fill in with appropriate information.

Blocks 6 through 8: Not required, leave blank.

Blocks 9 through 13: Fill in with appropriate information.

Block 14: Fill in with appropriate information. For CWO applying for LDO this block needs to be Actual Commissioned Base Date, when member was first appointed as a CWO.

Blocks 15 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank.

Block 20: CWO to LDO applicants need to list all duty assignments while on active duty. List all duty assignments in chronological order; earliest first. (Attach separate sheet if more space is necessary.)